

# Notification to Office of Science

Effective Date: August 31, 2005

Point of Contact: Cesar E. Collantes (509) 372-4007

## Introduction

The Pacific Northwest Site Office (PNSO) reports directly to the Office of Science (SC), and as part of this relationship, PNSO notifies SC on occurrence events and operational emergencies in, or that could impact the Pacific Northwest National Laboratory (PNNL) facilities, or PNNL work. In addition to these safety/security/emergency related notifications, PNSO should also notify SC regarding other operational or programmatic activities that may be of interest to SC (both positive and negative). This procedure applies whether in government-owned or private facilities. For safety/security/emergency events notification should be timely and provide sufficient information describing condition and status of the events and emergencies. This notification is in addition to the formal notification already in place through the Occurrence Notification Center for reportable events, the Emergency Operation Center (EOC) for operational emergencies, and reporting Incidents of Security Concern in accordance with DOE O 471.4. Timely notification for other operational or programmatic activities should be made prior to the start of the next HQ business day and prior to information being released by other entities (other DOE Offices, review teams, media, etc.). This notification is in addition to formal notification already in place through the SC weekly reports.

## Applicability

This procedure applies to PNSO staff involved in the notification of occurrence events, operational emergencies, and security incidents, and includes PNSO management, Facility Representative (FR), and PNSO personnel who fill the Hanford EOC position as Offsite Interface Coordinators. This procedure also applies to all PNSO staff dealing with operational or programmatic issues that could be of interest to SC.

## Required Procedure

Step #	Description	Performer	Support
Step 1	<b>Occurrence Events (or other events management deems significant)</b> <ol style="list-style-type: none"> <li>1. E-mail the prompt notification of the reportable occurrence to SC and follow up with a phone call to the office of SC to ensure receipt of the e-mail. The event notification should be made prior to the start</li> </ol>	PNSO Manager	FR, Operations Division (OD) and Programs Division (PD) staff.

	<p>of the next HQ business day. Follow-ups will be provided, as needed.</p> <ol style="list-style-type: none"> <li>2. Prompt notification to SC must include information on the following items: <ol style="list-style-type: none"> <li>a) Occurrence significance category;</li> <li>b) location and description of the event;</li> <li>c) date and time of discovery;</li> <li>d) damage and casualties, if applicable;</li> <li>e) impact of event on other activities and operations, if applicable;</li> <li>f) protective actions taken or recommended, if applicable;</li> <li>g) weather conditions at the scene, if applicable; and</li> <li>h) indicate level of media interests at the scene/ facility/site, etc., if applicable.</li> </ol> </li> <li>3. Coordinate with PNSO security to ensure appropriate classification and protection of notifications to SC that may contain classified or sensitive information.</li> <li>4. FR, OD, and PD staff collect facts and provide to the PNSO Manager for forwarding to SC.</li> <li>5. Prepare follow-up notifications to SC for any further degradation in the level of safety, security, or impact on the environment, health, or operations of the facility.</li> <li>6. Provide notification to Ray Orbach, Jim Decker, Donald Erbschloe, Ari Patrinos, and Leah Dever.</li> </ol> <p>The attachment provides work phones, fax numbers, and e-mail addresses for HQ/SC.</p>		
<b>Step 2</b>	<p><b>Hanford Site Operational Emergencies</b></p> <ol style="list-style-type: none"> <li>1. The PNSO Manager will receive information from the Offsite Interface Coordinator regarding the conditions of the operational emergency and decisions made at the EOC that potentially affect PNNL personnel, facilities, and operations, as well as PNSO personnel.</li> </ol>	PNSO Manager	FR, OD and PD staff, and Offsite Interface Coordinator

	<ol style="list-style-type: none"> <li>2. The PNSO Manager sends e-mail to SC providing facts and status regarding conditions of the emergency. This information is in addition to the formal notification already in place through the EOC.</li> <li>3. After sending e-mail, the PNSO Manager must follow up with a phone call to SC to ensure receipt of the e-mail and to clarify any questions from SC.</li> <li>4. During an operational emergency associated with PNNL operations, the FR is at the Incident Command Post (ICP) observing and reporting status of the response activities to the FR Liaison, who is in the EOC. In addition, the FR maintains communication with the OD Director.</li> <li>5. Upon termination of the event (when event has been stabilized), the FR must call the PNSO Manager and inform him that the emergency has been terminated.</li> <li>6. The PNSO Manager must send e-mail to SC informing that event has been terminated.</li> </ol> <p>The attachment also provides contact information for the Offsite Interface Coordinators.</p>		
<b>Step 3</b>	<p><b>Non-Hanford Operational Emergencies</b></p> <ol style="list-style-type: none"> <li>1. The PNSO Manager will receive information from the FR regarding the conditions of the operational emergency at the ICP by the Richland Fire Department.</li> <li>2. The PNSO Manager sends e-mail to SC providing facts and status regarding conditions of the event.</li> <li>3. After sending e-mail, the PNSO Manager must follow up with a phone call to SC to ensure receipt of the e-mail and to clarify any questions from SC.</li> <li>4. During an operational event associated with PNNL operations, the FR is at the ICP observing and reporting status of the response activities to the OD Director.</li> </ol>	PNSO Manager	FR, OD and PD staff.

	<ol style="list-style-type: none"> <li>5. Upon termination of the event (when event has been stabilized), the FR must call the PNSO Manager and inform him that the emergency has been terminated.</li> <li>6. The PNSO Manager must send e-mail to SC informing that the event has been terminated.</li> </ol>		
<b>Step 4</b>	<p><b>Other Notifications</b></p> <ol style="list-style-type: none"> <li>1. The PNSO Manager sends e-mail to SC providing facts and status regarding operational or programmatic activities of interest to SC.</li> </ol> <p>Activities of interest to SC may include:</p> <ul style="list-style-type: none"> <li>• Indication of external reviews to be performed;</li> <li>• potential results (positive and/or negative) related to external reviews (external peer reviews, IG, GAO, etc.);</li> <li>• potential results (positive and/or negative) related to internal reviews (Directorate Review Committee reviews), internal peer reviews;</li> <li>• award of significant (&gt; \$5 Million) program activities either by DOE or by another Federal agency;</li> <li>• impact on laboratory research or research conducted by the scientific user community at one of PNNL's user facilities; and</li> <li>• conduct or proposed conduct of activities that have significant sensitivities (Congressional, community, media, or other organization interest, etc.).</li> </ul> <ol style="list-style-type: none"> <li>2. Prompt notification to SC must be made prior (or at a minimum simultaneously) to information being released by other entities (SC Associate Directors [Ads], other DOE</li> </ol>	PNSO Manager	FR, OD and PD staff.

	<p>Offices, IG, media, etc.).</p> <p>3. Provide sufficient information to allow SC to understand the issue, make decisions and where appropriate, provide direction. Information on the following may need to be included:</p> <ul style="list-style-type: none"> <li>• Date and time of discovery;</li> <li>• impact of issue/activity;</li> <li>• impact of issue/activity on other activities and operations, if applicable;</li> <li>• actions taken or recommended, if applicable; and</li> <li>• indicate that the media is, or will be publishing, or airing news of significance (positive or negative) about DOE or PNNL.</li> </ul> <p>4. After sending e-mail, the PNSO Manager may follow up with a phone call to SC to ensure receipt of the e-mail and to clarify any questions from SC.</p> <p>5. Provide notification to Ray Orbach, Jim Decker, Donald Erbschloe, Ari Patrinos, Leah Dever, and other SC Managers as appropriate.</p> <p>Attachment provides work phone, fax numbers, and e-mail addresses.</p>		
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## Attachment

**Notification of SC/HQ Personnel** – The PNSO Manager will notify key SC/HQ personnel. This notification will be in a sequential approach. The table below shows five members of the SC management team, and the PNSO Manager should begin by calling Dr. Raymond Orbach first, if he is not available then continue calling until you contact a member of the SC management team.

To call Dr. Raymond Orbach during off hours, please call the **EOC/HQ (202) 586-8100**.

<b>SC/HQ Personnel</b>			
<b>SC/HQ</b>	<b>Work Phone</b>	<b>Fax</b>	<b>E-mail</b>
Ray Orbach	202-586-5430	202-586-4120	Ray.Orbach@science.doe.gov
James Decker	202-586-5434	202-586-4120	James.Decker@science.doe.gov
Donald Erbschloe	202-586-5440	202-586-4120	Don.Erbschloe@science.doe.gov
Leah Dever	301-903-4097	301-903-7047	Leah.Dever@science.doe.gov
Ari Patrinos	301-903-3251	301-903-5051	Ari.Patrinos@science.doe.gov

<b>Offsite Interface Coordinators</b>			
<b>Offsite Interface Coordinator</b>	<b>Work Phone</b>	<b>Hanford EOC</b>	<b>Pager</b>
Paul Kruger	372-4005	509-372-1220	509-376-4190=6700
Ted Pietrok	372-4546	509-372-1220	509-376-4190=3747
Julie Turner	372-4015	509-372-1220	509-376-4190=3627

## Product Approval Form

## 1. Product Type:

☒ Crosscutting Process/Procedures    ☐ Program Description    ☐ Management System Description

☐ Other (describe): \_\_\_\_\_

## 2. Product Title:

Notification to Office of Science

## 3. Brief explanation and justification:

This procedure supplements existing formal notification and outlines steps for notifying the Office of Science of occurrence events, operational emergencies, security incidents, and other operational or programmatic activities.

Note: Explain purpose of new product, revision, or cancellation.

## 4. Request submitted by:

Cesar E. Collantes

Name (Print)



Signature

8/3/05

Date

5. Requirement Document: Does a requirement (or requirements) drive this product? If so, please specify (e.g., legal requirement, R2A2, SC requirement, etc.)

Yes ☒ Please Specify PNSO desires to keep SC/HQ inform of all events. No ☐

## 6. Actions identified for product implementation:

☒ "awareness" or briefing approach (classroom training, staff meetings, one-on-one, computer-based self study)

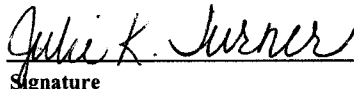
\_\_\_\_\_ revisions to other processes and procedures, program descriptions, or other products.

\_\_\_\_\_ other, explain: \_\_\_\_\_

## 7. Representative User Concurrence:

Julie K. Turner

Name (Print)



Signature

8/4/05

Date

Note: A representative user's concurrence is not necessary for minor revisions or cancellations.

## 8. Division Director Concurrence:

Roger F. Christensen

Name (Print)



Signature

8/16/05

Date

Debbie E. Trader

Name (Print)



Signature

8/23/05

Date

Note: Concurrence is required by any Division Director who will be subject to requirements contained in the product:

## 9. PNSO Manager Approval:

Paul W. Kruger

Name (Print)

 for PWK

Signature

8-31-05

Date

Note: Signature approves this product for deployment on the PNSO web site.